

VACANCY ANNOUNCEMENT

(Announcement Number: 12-41)

The American Embassy in Kathmandu is seeking an individual for the position of Laborer.

OPEN TO: All Interested Candidates

POSITION: Laborer

OPENING DATE: November 1, 2012

CLOSING DATE: November 15, 2012

WORK HOURS: Full-time; 40 hours/week

NOTE: ALL ORDINARILY RESIDENT APPLICANTS MUST HAVE THE REQUIRED WORK AND/OR RESIDENCY PERMITS TO BE ELIGIBLE FOR CONSIDERATION.

BASIC FUNCTION OF THE POSITION

The incumbent assists the Receiving Clerk with receiving and inspection of supplies; helps move furniture, appliances and equipment between various locations; and performs other manual labor jobs as assigned.

QUALIFICATIONS REQUIRED

NOTE: All applicants must address each selection criterion detailed below with specific and comprehensive information supporting each item.

1. Completion of Primary School (Class 5) is required.
2. At least six months of experience in any job providing manual labor service such as mover, laborer or cleaner is required.
3. Level I (Rudimentary knowledge) speaking/reading/writing English is required.
Level III (Good working knowledge) speaking/reading/writing Nepali is required.
4. Basic knowledge of safety practices associated with moving and lifting of moderate to heavy weights is required.
5. The ability to perform arduous manual work is required.

TO APPLY

Interested applicants must submit Application for Employment as a Locally Employed Staff (DS-174) or a current resume or CV that provides all information as found in the DS-174, and copies of other documentation (e.g., certificates, awards, copies of education certificates) that address the qualification requirements of the position. The DS-174 can be downloaded from the US Embassy website:
http://nepal.usembassy.gov/about_the_embassy/job-opportunities.html

SUBMIT APPLICATION TO

Email: recruitktm1@state.gov (write “Application for Laborer” in the Subject Line)

Or

Human Resources Office
G.P.O. Box 295
Kathmandu, Nepal

(Please clearly mark your envelope as “Application for Laborer”)

WE ARE AN EQUAL OPPORTUNITY EMPLOYER